

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

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Effective Date:

February 2, 2026

Policy Regarding:

ASSESSING OFFICE HOURS AND CUSTOMER SERVICE

Public Act 660 of 2018, was approved by Governor Snyder on December 28, 2018, and amended the General Property Tax Act to provide a statutory framework to ensure proper assessing and a guarantee of the highest quality assessments for taxpayers as well as local units.

PA 660 contains several requirements in statute (MCL 211.10g (1)) that local units and assessors must follow. Subject to State Tax Commission guidelines, the local unit is required to publish a policy under which its assessor's office is reasonably accessible to taxpayers.

The Thomas Township Assessor's Office published policy is as follows:

A designation, by name, telephone number, and electronic email address, of at least one (1) official or employee in the assessor's office to whom taxpayer inquiries may be submitted directly by telephone or electronic mail.

Michigan Assessing Coalition, Inc., a Michigan Nonprofit Company provides assessing services for Thomas Township.

Assessor of Record: Sharon Frischman, MMAO
Assisted By: Tony Ortiz, MAAO
Document Processing: Debbie Hughes, MCAT
Telephone Number: (989) 781-0150
Email Address: assessor@thomastwp.org

An estimated response time for taxpayer inquiries submitted under subparagraph (i), not to exceed seven (7) business days.

The Assessing Office will respond to requests for information or assistance within three (3) business days. The Assessing Office strives to respond to inquiries within two (2) business days however, three days will typically be the maximum time for response.

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The exception to this policy will be rare however, vacations or training may delay response time to seven (7) business days. Remote assistance as well as assessing services are also provided on a remote basis daily.

Information about how a taxpayer may arrange a meeting with an official or employee of the assessor's office for the purpose of discussing an inquiry in person.

A taxpayer may visit the Township Office on Mondays or Wednesdays between 10:00 a.m. and 3:00 p.m., to meet with an official or employee of the Assessor's Office for purposes of discussing an inquiry in person. Meetings may also be scheduled in advance by calling the Assessor's Office at (989) 781-0150 or by email to assessor@thomastwp.org.

Information about how requests for inspection or production of records maintained by the assessor's office should be made by a taxpayer and how those requests will be handled by the assessor's office.

A taxpayer may visit the Township Office on Mondays or Wednesdays, between 10:00 a.m. and 3:00 p.m. to retrieve records maintained by the Assessor's Office. Inspection and record requests may also be made by calling the Assessor's Office at (989) 781-0150 or email to assessor@thomastwp.org. Property information is also available online from the Saginaw Area GIS Authority (SAGA) at sagagis.org.

Records maintained by the Assessor's Office can be provided to the taxpayer by visiting the Township Office on Mondays and Wednesdays, between 10:00 a.m. and 3:00 p.m., by mail, or by electronic mail, as determined and agreed upon between the taxpayer and an employee of the Assessor's Office.

Information about any process that the assessor's office may have to informally hear and resolve disputes brought by taxpayers before the March meeting of the Board of Review.

Taxpayers are encouraged to review their property record at any time and to contact the Assessor's office if they have a dispute regarding the information or wish to discuss their

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valuation. Although not required, taxpayers are encouraged to discuss discrepancies and present any disputes to the Assessing office prior to the March Board of Review meeting.